



STATE OF NEW JERSEY

In the Matter of Margaret Greco,  
Personnel Assistant 1 (S2154W),  
Statewide

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

Examination Appeal

CSC Docket No. 2020-100

ISSUED: May 1, 2020 (EG)

Margaret Greco appeals the determination of the Division of Agency Services (Agency Services) which found that she was below the minimum requirements in experience for the open competitive examination for Technician Personnel Assistant 1 (S2154W), Statewide.

The subject open competitive examination was announced with pertinent requirements which had to be met as of the announced closing date of November 5, 2018. Specifically, applicants were required to possess a Bachelor’s degree and four years of experience in a personnel program of a public or private agency. It was noted that applicants that did not possess the required education could substitute additional experience as indicated on a year-for-year basis. It was further noted that a Master’s degree in a business administration, personnel administration, public administration, management, or other related field could be substituted for one year of experience. The subject examination resulted in a list of 27 eligibles with an expiration date of September 4, 2021. It is noted that the eligible list has been certified once and that the certification has not yet been returned for disposition.

A review of the appellant’s application and resume indicates that she possesses a Master’s degree. Additionally, it indicates that the appellant has served as a Secretarial Assistant 2 from July 1998 through the closing date of the examination. Specifically, she indicates her strengths, abilities and accomplishments but does not list the duties she performs. Agency Services credited the appellant with one year of experience based on her possession of a Master’s degree. However, Agency Services did not find any of the appellant’s work

experience applicable. Thus, the appellant was found to be lacking three years of applicable experience for the title under test.

On appeal, the appellant argues that she possesses enough experience to be found eligible for the subject examination. In support of her contention, the appellant submits a copy of her resume, her transcript and a copy of her Master's degree.

### CONCLUSION

*N.J.A.C.* 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open-competitive examination announcement by the closing date. Additionally, *N.J.A.C.* 4A:4-6.3(b) provides that an appellant has the burden of proof in examination and selection disqualification appeals.

In the instant matter, Agency Services appropriately denied the appellant's eligibility for the subject examination for lacking the required applicable experience. A review of the submitted resume reveals that the appellant's work experience consisted of support for an Assistant Director, Staff Attorney and Administrative Law Judge, and Legal Secretary work. The subject examination required experience in a personnel program of a public or private agency. In this regard, the appellant's resume does not indicate that she ever worked in the personnel program of a public or private agency. Accordingly, since the appellant is three years short of the required experience, she has not met her burden of proof, and has not provided a basis to disturb the determination of Agency Services that she was ineligible for the title under test.

### ORDER

Therefore, it is ordered that the appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 29<sup>TH</sup> DAY OF APRIL , 2020

*Dolores Gorczyca*

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